



Job Announcement

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Opening Date:	March 6, 2009	Closing Date:	March 20, 2009
Title:	District Court Clerk I/II Criminal/Traffic	Position Type:	Regular Full Time
PIN:	084573	FLSA Status:	Non-Exempt
		Grade/Entry Salary:	Level I - J05 \$27,034 - \$31,995 Level II - J06 \$28,703 - \$34,010 (Depending on Qualifications)
Location:	District 2, Wicomico County Salisbury, Maryland		
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and cashiering functions involving court proceedings. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; enters new cases and updates existing case information into the District Court's data systems; receives, opens, sorts and distributes mail to the appropriate section of the court. Performs duties at the Cashier window and operates cash register to validate and collect all fines, fees, and costs assessed by the Judge and the court. Receives paperwork for each department. Receives, enters, and accounts for monies received by the District Court for fines, court costs and/or other fees. Prepares reports generated from cash register receipts for Accounting and prepares revenue refund report and forwards forms to District Court Headquarters.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Proficiency in typing, data entry or word processing. Prior experience as a cashier or handling money.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.